

Board of Adjustment Appeal

Application Fee \$1500 + Costs (Any Engineering Review expenses and legal noticing)

Checklist Item	File Name	Discipline	Sheet Type
Submit a written statement outlining the request and the reason for the appeal to the Board of Adjustment members	01 - Request Letter	General	Document
Copy of decision being appealed (written letter or Report of Action from the Land Use Authority)	02 - LUA Action	Other	Document
Applicable Supporting Documents such as site plans, elevation drawings, maps, etc.	Supporting Doc - [insert custom name]		

1. All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
2. If changes to your application are necessary, you may resubmit your response through the portal. **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the revision column instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**